



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy 127.2	Approval Date: 8/14/2015
Policy Title On Call Pay	Effective Date: 2/16/21
	Revision Date(s): 2/16/21

On Call Pay

Designated employees in the Human Services Department, Information Technology Department and Physical Facilities Department who are assigned "on call" duty will receive three dollars and fifty cents (\$3.50) per hour. In the event an individual is called in, he/she will receive compensation as per policy 119. An Employee who is "on call" over a holiday will be granted a substitute day off with pay upon request in which case they will only receive "on call" pay for such holiday.

The County reserves the right to assign on-call duties to any qualified employee of the Human Services Department or make any other necessary coverage arrangements.

Highway Department

Employees are required to be available on a call-in basis, 24 hours a day, 7 days a week, when weather or other conditions may require. Employees will be given advance notice of when the on-call period begins and when it is no longer in effect (normally in effect during the period between November 15th and April 1st).

Employees will receive an additional \$50 per pay period for the pay periods for the winter season. For this purpose only, employees are eligible for the additional \$50 per pay period beginning with the first full pay period on or after November 15th and will continue to receive the additional \$50 per pay period through the full pay period ending on or immediately following April 1st. The employee will not be eligible for the additional \$50 for the pay period, if anytime during the pay period the employee is excused from on-call availability as per below, fails to respond within 1 hour of notification as per below, is on paid sick time, unpaid time, or on an approved leave of absence as per below.

Provisions will be made to allow up to a total of four (4) employees department-wide to be excused from response if a written request was given to the supervisor 48 hours in advance and approved by the supervisor. The four employee total includes persons previously approved for vacation, persons on leave of absence, etc. Requests to be excused which are submitted less than 48 hours prior to the requested time to be excused from on-call availability may be given consideration if fewer than four persons have been previously excused, or if the Highway Commissioner or his designee determines that it is feasible to allow an additional employee to be excused.

Employees that are not excused from response and fail to report to work within 1 hour of notification will receive a counseling each time they fail to respond. The Highway Commissioner or his designee will determine the appropriate time to begin disciplinary action based on repeated counseling's. It is recognized that some highway department positions will be exempt from this requirement.